

# ***FEDERAL HOUSING FINANCE BOARD VACANCY ANNOUNCEMENT #06-14TF***

**OPENING DATE:** July 3, 2006

**CLOSING DATE:** July 24, 2006

**POSITION TITLE:** Associate Director, Research, TF-110-01

**PROMOTION POTENTIAL:** TF-01

**AREA OF CONSIDERATION:** All U.S. Citizens

**LOCATION:** Office of Supervision, Washington, DC

**SALARY:** \$118,311 to \$177,467 per annum

The salary range includes a 2006 comparability rate of 16.3%. (This rate is subject to annual review and may change.)

**Travel Requirements:** Up to 25%.

**Relocation expenses will not be authorized.**

**Other requirements:** 1) US citizenship, 2) financial disclosure, 3) one-year probationary period, and 4) the ability to obtain a background investigation

## **AGENCY BACKGROUND:**

The **Federal Housing Finance Board (Finance Board)** is an independent non-appropriated fund agency in the Executive Branch of Federal Government. The Finance Board regulates the Federal Home Loan Banks (FHLBanks) for safety and soundness, and also ensures that the FHLBanks fulfill their public policy mission of facilitating residential mortgage lending in partnership with its community-based members. The FHLBank System was created in 1932 to promote home ownership and a strong home finance industry. It is a network of 12 District Banks that provide lending, deposit, and other services to mortgage lending institutions.

The **Office of Supervision (OS)** is responsible for carrying out the Finance Board's statutory duties for ensuring: 1) that the FHLBanks operate safely and soundly, 2) that the housing finance mission for FHLBank System is being met, and 3) that the FHLBanks remain adequately capitalized. OS performs these functions through on-site examinations and off-site monitoring of the FHLBanks and the Office of Finance (OF). A second responsibility of OS includes policy and regulatory analysis, formulation, and planning, and conducting and evaluating long-range projects and proposals for all agency programs relating to the Finance Board's supervision and oversight of the FHLBank System.

The **Research Division** provides support to OS with respect to research on both safety and soundness and mission related issues, and the development of regulations. The Division is expected to contribute primarily to the development of policy related to capital requirements, including risk-based capital requirements, capital plans, mortgage purchase programs, new business proposals, and mission related policy in general. The Division advises the senior executives of OS and the Board of Directors regarding comprehensive FHLBank System financial management and mission regulations, and risk management issues facing the FHLBanks and System. The Division conducts special studies, contributes to drafting regulations and regulatory interpretations, and provides assistance to examiners as needed.

**DUTIES AND RESPONSIBILITIES:** Provides leadership and supervision to OS research, legislative and regulatory analysis for supervision and housing finance. The incumbent is responsible for the oversight and direction of the Research Division within the Office of Supervision, overseeing mission critical planning, direction, and timely execution of the Division's assigned programs and functions. The incumbent serves as senior supervisor and leader of the Division; organizing and controlling the research and legislative and regulatory analysis processes. The incumbent communicates goals and objectives for the Division and implements programs that ensure the effective operation and efficiency of the development of research and legislative and regulatory analysis. Participates in long-range and strategic planning for

mission critical activities within the Finance Board. Develops multi-year work plans to manage and enhance the achievement of goals and objectives. Manages the development of research and regulatory changes in response to legislative and market changes. Sets and communicates goals and objectives for the Division and implements procedures that measure the effectiveness of supervisory programs.

**Please read the following carefully - INCOMPLETE applications will not be considered.**

### **ELIGIBILITY REQUIREMENTS:**

Applicants must meet all qualification requirements, including the following, by the closing date.

#### **Basic Requirements:**

- A) Degree in economics, that included at least 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus.

OR

- B) Combination of education and experience—courses equivalent to a major in economics, as shown above, plus appropriate experience or additional education. Examples of appropriate qualifying experience include: (a) individual economic research assignments requiring planning, information assembly, analysis and evaluation, conclusions and report preparation; (b) supervisory or project coordination assignments involving a staff of professional economists, and requiring the evaluation and interpretation of economic information; or (c) teaching assignments in a college or university that included both class instruction in economics subjects and one of the following (1) personal research that provided evidence of results, (2) direction of graduate theses in economics, or (3) service as a consultant or advisor on technical economics problems.

#### **Specialized Experience:**

Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade Level (TM-15) in the normal line of progression for the occupation in the organization. In order to be considered for this position, applicants **must** clearly state how they meet the following specialized experience statement:

- Oversight and managerial experience related to the research, legislative and regulatory analysis for supervision and housing finance, which involves **all** of the following: 1) providing oversight and technical guidance; 2) participating in senior level discussions; 3) managing human and financial resources; and 4) setting strategic goals and objectives for a work unit.

**Evaluation Method:** In addition to a statement demonstrating how you meet the specialized experience requirement, you **must** respond to the following quality ranking factors. Your resume and supporting documentation will be reviewed and evaluated based on predetermined criteria. Eligible candidates will then be placed for selection consideration into three categories as described below:

1. **Highly-Qualified Category.** Meets the qualifications described for the Qualified Category and excels on responses to the knowledge, skills and abilities described below.
2. **Well-Qualified Category.** Meets the qualifications described under the Qualified Category and demonstrates proficient experience based on responses to the knowledge, skills and abilities described below.
3. **Qualified Category.** Meets minimally qualifying experience for the position.

For each factor you must indicate how your experience and/or education provided you with the necessary knowledge, skill or ability. Your response should describe relevant and specific assignments (including identifying the issue or problem that was the objective of the assignment, your level of responsibility, and the results achieved). Responses

must be written on separate sheets of paper and included in your application package. Applicants who do not respond to the following ranking factors will be rated ineligible.

**Ranking Factors:** Your response should be a concise written narrative individually addressing **EACH** of the ranking factors listed below:

1. Knowledge of research principles and theories and practices of financial management in business organizations.
2. Ability to communicate complex economic and financial issues both orally and in writing.
3. Demonstrated leadership skills, and the ability to motivate a staff and provide effective personnel management. (This includes evaluating the staff and creating a harassment-free work environment consistent with EEO, affirmative employment and diversity principles.)

## **APPLICATION PROCEDURE**

**How to Apply:** All application materials must be received by 5 p.m. on the closing date of this announcement and sent to the Office of Human Resources at the address listed on the last page of the announcement under “Other Information”. Applicants are encouraged to fax or e-mail application materials given the delays encountered with mail delivery. Applications may be faxed to (202) 408-2530 or emailed to [jobs@fhfb.gov](mailto:jobs@fhfb.gov). **Applicants must submit the Following:**

1. Form OF 612, “Optional Application for Federal Employment,” accessible at (<http://www.opm.gov/forms/html/of.asp>); **OR**  
A resume or other application format of applicant’s choice; **AND**
2. Specialized Experience Statement
3. Narrative on Ranking Factors

**Regardless of which application form is submitted, it must include the information listed below or the applicant may not receive further consideration:**

1. Announcement number, title, and grade(s) of the job for which applying;
2. Full name, mailing address (with zip code), and day and evening phone numbers (with area code);
3. Social Security Number and U.S. Citizenship;
4. Highest Federal civilian grade held, including series and dates held;
5. Work experience – including the following information for paid/unpaid work: experience related to the position for which applying, job title (include series/grade if Federal position), employer’s name and address, supervisor’s name and phone number, starting and ending dates (month and year), number of hours per week, salary, duties and accomplishments, and indicate whether current supervisor may be contacted;
6. High School – name, city, state and zip code, and date of diploma or GED;
7. Colleges and Universities – name, city, state with zip code, major(s), type and year of any degree(s) received. If no degree, show total credits earned, and indicate whether semester or quarter hours;
8. Job-related training courses (title and year);
9. Job-related skills, for example foreign languages, typing speed, computer software proficiencies;
10. Job-related current certificates and licenses;
11. Job-related honors, awards, and special accomplishments, such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.

**If applicable, applicants should also submit the following:**

1. Notification of Personnel Action (SF-50), verifying current or previous competitive status and highest grade held.
2. Performance appraisal, within last year.
3. Form SF-181 (Ethnicity and Race Identification) & Form SF-256 (Self-Identification of Handicap) – These forms are for data collection purposes only. Click on [HR Forms](#) to obtain the above mentioned forms.

4. Please indicate in your application submission how you found out about this employment opportunity.

**An overview of the agency's benefit package can be found at the following link: [FHFB's Benefits](#)**

This agency provides **reasonable accommodation to applicants with disabilities**. If you need reasonable Accommodation for any part of the application and hiring process, please notify us at (202) 408-2808. The Decision to grant reasonable accommodations will be made on a case-by-case basis.

**Required Prior to Employment:** Form OF 306, "Declaration for Federal Employment."

**Other Information:**

1. Applications may be sent to: Federal Housing Finance Board  
Office of Human Resources, Suite 3000  
1625 Eye Street, NW  
Washington, DC 20006
2. To hand deliver, applications should be dropped off at the **Fourth Floor reception desk**.
3. Applications will not be accepted if submitted in United States Government postage-paid envelopes.
4. Investigations and clearances must be satisfactorily completed to remain in the position.
5. United States Citizenship is required.
6. For forms, call the Finance Board's Job Vacancy Hot Line at (202) 408-2808.

**THE FEDERAL HOUSING FINANCE BOARD IS AN  
EQUAL OPPORTUNITY EMPLOYER.**

All applicants will receive consideration without regard to race, sex, sexual orientation, religion, color, national origin, age or disability.